

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-12-008

**OPENING DATE:** April 26, 2012

**CLOSING DATE:** May 09, 2012 at 16:30 Jordan Time

**POSITION:** Staff Development Specialist  
Executive Office

**PERIOD OF PERFORMANCE:** Two years (renewable)

**PLACE OF PERFORMANCE:** Amman, Jordan

**SECURITY ACCESS:** Employment Authorization

**AREA OF CONSIDERATION:** U.S. Citizens

**WORK HOURS:** 40 hours/week

**MARKET VALUE:** (\$50,287– \$65,371)  
Position Grade GS-11

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens (Local Resident), for the position of Staff Development Specialist in the Executive Office. This position has been approved by the USAID/Jordan Mission at a GS-11 grade level and the salary range for a GS-11 level is \$50,287– \$65,371. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The work schedule is 40 hours per week.

## **I. BACKGROUND:**

USAID's vision is to help Jordan become a more prosperous, democratic country where the government is increasingly accountable to its people, continues to play a central role in promoting peace and democracy in the Middle East, and is an active participant in the world economy. The Executive Office (EXO) provides support for development of internal management policy and for liaison with Embassy and other agencies at post on various matters including staff development to enable the Mission to achieve its goal.

Given the dynamic nature of development, it is essential to have highly trained Mission staff to maintain high performance standards Mission-Wide.

## **II. BASIC FUNCTION:**

The incumbent shall function as the Staff Development Specialist at the United States Agency for International Development (USAID)/Jordan and will assist the Jordan Mission to update policies and procedures to meet Agency-wide goals for Talent Management. S/he will review and update USAID/Jordan's current Mission Order on staff development, review and assess staff individual development plans, assess Mission training requirements, develop and implement mentoring programs for all staff, and perform special projects. S/he will serve as coordinator for Mission hosted formal training sessions and be responsible for the analysis, dissemination and compilation of reports related to staff development and staff training.

## **III. MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision. S/he will work in close collaboration with other Mission offices to ensure that the Mission's training and staff development plans are carried out in conjunction with the current Mission Order on staff development. In particular, the incumbent will be responsible for the following responsibilities:

1. Review and update the Mission Order on staff development and training; provide recommendations to the Mission Training Committee on how to improve, strengthen, and enhance the Mission's staff development program. From a Mission-wide perspective, analyze training needs and costs, and provide Management with a comprehensive training plan that capitalizes on limited resources.
2. Identify and distribute information on cost-effective training opportunities. Investigate and promote e-learning options. Assist employees in navigating online training websites. Meet with Office Directors and staff to analyze training needs; become familiar with training courses currently available to meet training needs.
3. Facilitate the annual completion of Individual Development Plan (IDPs) for all Mission Staff and work with employees and supervisors to review and assess those plans. Coordinate with the Human Resources team to link those IDPs with the Performance Evaluation Reports.
4. Assist the Contracting Office and the Contracting\Agreement Office Representatives (CORs\AORs) with planning and conducting the COR/AOR skills update sessions for certified CORs to be in compliance with Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR). Make available for all certified CORs/AORs the list of online FAC-COR courses for Continuous Learning Points (CLPs) and other Office of Acquisition and Assistance approved online CLP courses.
5. Coordinate the completion of post-training evaluations and sharing of lessons-learned with the rest of the Mission Staff. Encourage Mission staff to complete the online course evaluations through the Learning Management System (LMS).

6. Establish and oversee a “training reach out” for lessons learned post-training to be shared with Mission colleagues, as appropriate (i.e. seminars, brown-bag sessions, etc.).
7. Design, implement and manage a mentoring program for all staff that provides opportunity for professional growth and that meets Agency requirements for Talent Management under the USAID Forward Initiatives.
8. Serve as the Coordinator for Mission’s hosted formal training sessions, including logistical support, registration, and organization.
9. Identify through the Office of Human Resources OHR opportunities for training. Serves as liaison with Human Resources and Training staff in Washington DC.
10. Support the Executive Office by being responsible for the analysis, dissemination and compilation of reports as related to staff development and staff training, including USAID Forward Indicators for Talent Management.
11. Perform special projects as needed; for example, conduct a brown-bag session about Personal Contingency Planning.

#### **IV. EVALUATION CRITERIA:**

Selection will be based on the following criteria (Maximum Points Available: 100).

Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor. USAID reserves the right to conduct interviews with the most highly ranked applicants.

##### **Education (15 Points)**

A minimum of a Bachelor’s degree from an accredited university in a field related to Education, English or Training or any equivalent discipline **is required**.

##### **Work Experience and Knowledge (45 Points)**

- At least three years professional experience in training or performance management/human capacity development, writing, reporting and/or management and communications **is required**.
- Demonstrated experience working on interdisciplinary and/or multicultural team environments working for international organizations **is required**.
- Demonstrated ability to develop and conduct training courses (including one-on-one, as well as in a classroom environment) **is required**.
- Demonstrated knowledge in organizational and human capacity development; team building techniques; training resources and mentoring programs **is required**.

## **Skills and Abilities (35 Points)**

- Must have demonstrated excellent analytical, communication and strong interpersonal skills.
- Must have demonstrated ability to analyze data and provide feedback, and possession of solid advisory and customer service skills.
- Must have demonstrated ability to lead group meetings and facilitate team building sessions.
- Must have demonstrated excellent English writing skills, as well as excellent oral and presentation communications skills.
- Must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office Suite, must also demonstrate the ability to navigate the Internet with ease.

### **V. OTHER SIGNIFICANT FACTS:**

The incumbent shall be supervised by the Supervisory Executive Officer and will work closely with the Human Resources Team within the Executive Office and in conjunction with various team members in the USAID/Jordan Mission. The incumbent is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and the decisions of the incumbent should be discussed with the Supervisory Executive Officer before implementation.

### **VI. OTHER REQUIREMENTS:**

The selected candidate must be able to obtain USAID needed security and medical clearances required for the position.

## **SELECTION PROCESS**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Interested individuals are requested to submit their resume together with the Optional Application for Federal Employment OF612 electronically to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

Form [OF 612](http://www.usaid.gov/forms) can be downloaded from: <http://www.usaid.gov/forms>

Questions may be directed to the Human Resources office, USAID/Jordan  
Tel: 5906000 ext. 6605/6673.

## **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a United States Personal Service Contract holder is normally authorized the following benefits and allowances:

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Annual Increase,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

Federal Taxes: USPSCs are not exempt from payment of Federal Income Taxes.